Office of Management and Budget
State Procurement Online

If you have questions or comments regarding **State Procurement Online** please contact us.

Thank You!

- **328-2683**
- **infospo@nd.gov**

Agency Services Main Menu

SEARCH — Use the SEARCH feature to research:

- keyword or commodity code;
- bidder name or location; or
- list all commodity codes

The search feature is used to determine commodity codes before using *Issue New Solicitation*.

SOLICITATION — Use the SOLICITATION feature to:

- post your solicitation documents to the SPO website;
- send solicitations, amendments, and award notices to bidders by e-mail and/or fax;
- manage all your solicitations; and
- research archived solicitations.

***Issue a Solicitation*:**

1. Click **Issue New Solicitation**
2. Enter information in each field, as indicated. *Fields with an asterisk are mandatory.
3. Click **Continue** (click **Finish Later** to save the completed fields and "finish later").
4. **Add Other Users** will allow others to have administrative access to your solicitation. Simply enter their last name, click **Search** and **Add.**
5. Click **Continue**
6. Click **Add Attachments** (RFP/IFB; additional documentation for specifications, etc. Maximum file size is 16 mg/1,600 kb)
7. Click **Continue**
8. Click **Add Bidder** and enter commodity code or description of product or service needed.
9. Scroll down to view **Search Results.**
10. At this point you have the option to **Select All** bidders or click each box for the 2-digit sub-class that applies.
11. Scroll down and click **Display Bidders**
12. Click **Add Selected Bidders to Bid List** (you will have an option to print the bidders list before you issue the solicitation or you may download the list and make labels or print a copy (PDF) for your files.
13. At the bottom of your **Bid List**, you have the option to *Add Bidder.* **This is where you add bidders who are not on the Approved Bidders List.** You may input the information you have on the bidder(s) and continue to the next name, as you will have the option to edit and input additional information (e.g. address, telephone number) later.
14. Click **Continue**
15. Click **Printer Friendly Version** after you have reviewed the information on the screen. **NOTE**: This is your last chance to review the information and make changes before issuing.
16. Upon reviewing your solicitation, the final step is to **Issue Solicitation**. At this point the solicitation is posted to the public side of the website.

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Agency Services Main Menu

<u>SOLICITATION</u> - continued

List Solicitations:

After a solicitation is issued you may have changes or additions (e.g. bid opening date change, written questions date, additions or corrections to the solicitation). Use this feature to make your changes.

1. Click **List Solicitation**
2. Under the **Action Column** you may:

- Amend

1. Starting from the **Agency Service Main Menu**, click **List My Solicitations**
2. Click **Amend**
3. Change or amend the information (e.g. add Date for Written Questions, Add Attachment)
4. **View** the document before selecting *Issue*. **NOTE**: Be sure to view the attachment and/or dates, as you will have to issue another Amendment, correcting errors or omissions.
5. Click **Issue**
6. At this point you may *View* the changes and/or Amendment.

- Update Bidders List (after bid opening)

1. Starting from the **Agency Service Main Menu**, click **List My Solicitations**
2. Click **Bidders List**
3. Use the **Interested** column (for RFP's only) if a Mandatory Pre-Award Conference was required. Simply check the box next to the bidders name under the Interested Column after the meeting.
4. Check the **Responded** column for the bidders who actually sent you their bid.
5. Click **Update**
6. Click **Return** (at bottom of screen).

NOTE: If none of the bidders respond, cancel the solicitation. You may have to issue another solicitation or submit an Alternate Procurement to State Procurement, if only one bidder can deliver the services and/or products being procured.

- Best and Final (RFP's only and optional)

1. Starting from the **Agency Service Main Menu,** click **List My Solicitations.**
2. Click **Best and Final**
3. Enter **Date** and **Time**
4. Click **Add Attachment (Template Name: Best and Final Offer)**
5. Click **Issue**

- Award (you must update your bidders list, before you will have the option to Award)

1. Starting from the **Agency Service Main Menu,** click **List My Solicitations.**
2. Click **Award**
3. Click to whom you intend to award (under the **Awarded** column), and the **Award Amount** (use the budgeted amount if RFP and/or final amount is unknown).
4. Next, click **Add Attachment (Template Name**: **Notice of Intent to Award)**
5. Additional attachments optional (e.g. Bid Summary)
6. Click **Issue**

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Agency Services Main Menu

SOLICITATION - continued

- Archive (after contract has been executed)

1. Starting from the **Agency Service Main Menu**, click **List My Solicitations.**
2. Click **Archive**

Search All Solicitations:

1. Click **Search All Solicitations.**
2. Enter the search criteria (e.g. Agency, Procurement Officer, etc.).
3. Check the box **Include Archives.**
4. Click **Search.**
5. Scroll down to view the Search Results. To view, click on the Solicitation No. (e.g. 11.7a).
6. Scroll to bottom of page and click **Return.**

Messages

This feature is used for optional messages only (e.g. change in a commodity code and/or description, meeting reminder, staff change announcement etc.). Any correspondence or changes to a solicitation must be entered in the solicitation as an amendment.

Purchase Request

Use this feature to submit Print Requests over $2,500. Also, if your agency does not have an authorized procurement officer to make Level 2 purchases over $2,500 or Level 3 purchases over $25,000 , use Purchase Request to submit your request to the State Procurement Office.

1. Click **Submit Purchase Request to State Procurement Office.**
2. Enter the 3-digit Commodity Code or descriptive word(s) and click **Search.**
3. Check the 2-digit Sub-Classes or click Select All to check all the Sub-Classes.
4. Scroll to the bottom of the screen and click **Purchase Request**.
5. Complete the Details Section, the Ship To Section, and the Contact Section.
6. Click **Submit.**
7. Attaching instructions or specifications with the e-mail is optional.

Help Information

Browse through the subsections by clicking on each of the underlined phrases. Simply use the **Return** key to go back to the Agency Services Main Menu.